

# SUNRISEVILLE SCHOOL

(AFFILIATED TO CBSE )

K-BLOCK, SECTOR-25, NOIDA-201301, PH. : 0120-2538361, 2542467

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## ADMISSION POLICY

For the benefit of Parents, the valid registrations shall be invited to Pre Admission counseling in the form of a presentation followed by an interaction with the Principal.

Admission is being granted on first come serve basis, till the availability of seats.

### 1. A. Submission of all the documents :

Parents seeking admission need to come to school as per slot and dates allotted to, along with **ALL** the documents mentioned below.

#### What needs to be submitted:

- **Notarized/Self Attested** photocopy of child's birth certificate
- **Notarized/Self Attested** photocopy of child's Aadhar Card
- Three **recent** passport size photographs of the child (hard copy along with other documents and soft copy for online admission form)
- One **recent** family photograph (parents, child & siblings together) (hard copy along with other documents and soft copy for online admission form)
- Duly filled in Admission form.

Parents need to carry the original documents along with you for verification, when you come for the admission process.

All the documents need to be complete. If any document is incomplete/missing, then parents will not be eligible to complete the admission process.

#### Interaction with parent/ candidate:

You will receive a call for parent / candidate interaction (if needed for Jr. KG) once the admission process (submission of documents) is complete.

#### Communication of the admission status:

After the submission of documents, communication regarding admission status will be done through our school's website. If we have more applicants than the seats, a draw system will be used.

For draw system, parents will have to come to school on a pre decided date.

#### Deposit fees (PDC cheque)

Once the admission is granted, PDC cheque given by you earlier will be deposited in our account. In case the cheque is returned due to any reason, admission will be cancelled and will be released for the next waitlisted student

If the parent is not sure of taking admission at Sunriseville School and wishes to withdraw the child's admission then they need to inform the school as per the given deadline(one week). If we receive any requests after that then admission fee deposited will not be refunded.

#### Admission process:

Website : [www.sunriseville.com](http://www.sunriseville.com)

1. Collection & payment of Admission form.
2. Submission of Documents & admission form along with PDC cheque of the required amount.
3. Test.
4. Communication of the result and admission status.
5. Deposit fees.
6. Confirmation.

**STEP 2: Submission of all documents and online admission form (hard copy)**

\*Please submit the following to the school.

1. Admission Form Request with complete details, signed by the parent
2. Attested (notarized)/self attested photocopy of the child's aadhar card\*
3. Attested (notarized)/self assessed photocopy of child's Birth Certificate\*
4. Three passport size photographs of the child
5. One family photograph (parents, child & siblings only) in hard copy.
6. Previous two years Report Card (for Grades 1-9 and Grade 11)
7. Original School Leaving Certificate

**\*Parents need to carry the original birth certificate and aadhar card for verification.**

**Please note that the admission process will be treated as incomplete if any of the documents mentioned above are not submitted.**


**Important Points**


- Please fill up all the details carefully. The name of child and parents should be as per submitted document only.
- In case of any change, it should be supported by appropriate legal documents.
- The school will not entertain requests for change in names after the admission is confirmed.
- The parents must fill in the admission forms themselves.
- Neither collection of admission form nor its submission is a guarantee of admission to the school.
- Admission form fees are non refundable.
- While the school already follows a fair and ethical process, to make the process more robust and watertight, a parent committee will oversee and audit the entire admission process to certify that the school conducts admissions as per policy defined and that there is no foul play or scope of influence/ external pressure.
- The school will not ask for any donations for granting admissions. The fee structure is transparent & all of it needs to be accordingly communicated.
- Any recommendation or any influence brought from any outside source to secure admission will lead to immediate cancellation of admission.

**Rejected Application / Readmission**

- **For already issued forms:** If fees are not submitted within the given deadline, the admission will stand cancelled. The parent is welcome to come back and fill up the form as per availability of seats and follow the same procedure as any other parent. However, they will be given lower priority than an altogether new parent, if there's an issue of seat availability.

  
Executive Director

  
Chairman

  
Principal